



VACANCY ANNOUNCEMENT

THE USAID MISSION IN SAN SALVADOR

No. 15-009

Development Assistance Specialist

Position Vacancy

Date:

10/22/2015

OPEN TO: All Interested Candidates

POSITION: Development Assistance Specialist, FSN-11

OPENING DATE: October 22, 2015

CLOSING DATE: November 5, 2015

WORK HOURS: Full time; 40 hrs. Workweek

SALARY: *Ordinarily Resident (OR): Position Grade FSN-11, Salary Range from \$41,798.00 up to \$65,794.00 (Basic Rate + Allowances)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Agency for International Development (USAID) in San Salvador is seeking applications for a Development Assistance Specialist in the Economic Growth Office.

BASIC FUNCTION OF THE POSITION

USAID/EI Salvador manages both a country-specific development program for El Salvador and a regional program for Central America, working both with the Government of El Salvador (GOES) and regional entities to achieve shared development goals. The foreign assistance program for El Salvador responds to needs in the areas of Democracy and Governance, Health, Education, Humanitarian Assistance and Economic Growth. The Central America Regional Program promotes crime prevention, trade and investment, and protecting natural resources.

The Development Assistance Specialist is an integral member of the Economic Growth Office (EG). Serves as the principal EG representative and advisor to Mission staff on all matters related to project design, implementation and is involved in monitoring and evaluation. S/he works under day-to-day supervision from the EG Program Officer. S/he provides project development, design and implementation support to the EG Office in order to ensure that proposed projects are consistent with the Mission's overall strategic direction and vision and that all pre-obligation requirements are met. S/he has primary responsibility of ensuring that project designs are in compliance with United States Government (USG) foreign policy priorities, the GOES' development strategy, Congressional intent, Chief of Mission guidance, and USAID policies, directives and regulations.

MAJOR DUTIES AND RESPONSIBILITIES:

% OF TIME

a. Project Development and Design

60%

The Development Assistance Specialist is an expert and advisor to the EG Office staff on all matters related to project and activity design and development. S/he is responsible for the development and coordination of activity designs and ensuring that pre-obligation requirements are met. S/he has direct responsibility for planning, managing, guiding the development and design of projects and as required directly design specific activities. S/he also supports the program design process.

As the EG Office's activity design expert, s/he provides technical guidance and assistance to EG Office management, technical office directors, and EG staff on the activity design process. S/he leads the concept and development stages of the activity design process which includes coordinating with other offices regarding project conception, feasibility, scope, timing, financing and staffing requirements and meeting with medium to high-level GOES officials.

S/he serves as principal advisor to the EG Office in the: a) preparation of technical analyses/assessments to identify areas for USG financial and technical support; b) preparation of concept papers; c) preparation of scopes of work for the project implementers; d) development and implementation of performance management plans, with performance indicators, targets, and benchmarks to ensure achievement of results; and e) other project documentation required to sub-obligate funding, as necessary.

S/he is responsible for providing leadership in the activity design process, in all phases from concept development to obtaining the Mission Director's approval. This responsibility includes collecting comments, consolidating issues, ensuring that all pertinent issues are included, setting the agenda for meetings based on these issues and maintaining a record of actions and decisions.

S/he fosters liaison between technical offices for new opportunities, cross-cutting issues and/or projects and joint ventures. S/he draws on his/her expertise to define, evaluate, economic, social and political constraints and demonstrates personal ability to analyze options. S/he substantially influences policy decisions through his/her recommendations.

S/he is an expert in Agency policies and as such, ensures that EG Office staff is informed of new policies and procedures related to activity design and implementation. S/he reviews and analyzes USAID guidance established in the ADS guidance and ensures that it is followed and develops new activity design guidance for the Mission as ADS is revised.

b. Project Management

30%

S/he is responsible for overseeing EG Office compliance with Agency-wide annual planning cycles, such as the Operational Plan (OP) and the Performance Plan and Report (PPR). As the EG Office lead, s/he supervises preparation and dissemination of guidance materials, and coordination with other USG agencies and other stakeholders as needed. S/he is also responsible supporting the EG Office with the annual portfolio review process as required by Agency policy. This includes defining the EG Office's approach to the review, defining the information needs in preparation for the review, leading the EG Office through the review process, including guiding staff through the associated analysis and next steps. The incumbent is also responsible for the day-to-day monitoring of the Operational Year Budget, and to support the office as it prepares for quarterly financial reviews. This includes monitoring project and program pipelines, planned obligations, reprogramming of funds, and compliance with earmarks and directives.

c. Other duties as assigned

10%

Provide support to the Economic Growth Office in reporting requirements to Washington D.C. and compliance with Agency Initiatives such as USAID Forward and related Presidential Initiatives. Also, s/he may be called upon to help promote the use of best practices in development within the EG office, particularly those related to the inclusion of sustainability, gender, and environmental considerations into project and activity designs. Other support functions may include attending Embassy events or meetings, organizing site visits for high-level officials and periodically presenting USAID activities and results. Provides other services, as requested, by the Economic Growth Office Director, Deputy Office Director, Economic Growth Program Officer, or Mission Management.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Possession of a B.A. Degree in Economics, Business Administration, Public Administration, International Relations, International Development, Sociology, or other related discipline is required.
2. **EXPERIENCE:** A minimum of five years of progressively responsible, professional-level experience in the planning, design, implementation and evaluation of development assistance projects.
3. **LANGUAGE:** Level IV (fluent) in English oral/written is required.
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4. **KNOWLEDGE:** Knowledge and understanding of host country historic, economic, social, cultural and political characteristics and understanding of the general level of development in the region is required. Advanced knowledge of USG Government policies, regulations, procedures and documentation in education. Knowledge of the principles or project design, implementation and monitoring and evaluation practices is also essential.
5. **SKILLS AND ABILITIES:** Must be able to prepare clear, substantive reports and briefing papers in English, in a timely manner. The position requires strong analytical, communications (oral and written), interpersonal and teamwork skills. The ability to serve as an effective liaison with a wide array of individuals is essential. S/he must have the ability to orient and train FSN personnel and counterparts, as appropriate. Familiarity with a wide range of economic growth program-related issues, such as trade, agribusiness, global climate change, energy, fiscal policy, small and medium enterprise development, and workforce development, is highly desirable. This work requires great flexibility, and ability to react to a changing environment; the capacity to provide sound analyses; and work under pressure.

SELECTION PROCESS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-0174); <http://photos.state.gov/libraries/elsavador/231771/PDFs/ds-174.pdf>
2. Candidates must identify the position to which they are applying.

Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above

SUBMIT APPLICATION TO

Executive Office
USAID / El Salvador
PER e-mail:
ssvacancies@usaid.gov

Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.

DEFINITION

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

1. Ordinarily Resident (OR) – A Foreign National or US citizen who:
 - Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: November 5, 2015

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: USAID / EXO



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